



Monarch Conservation Database Web Application Tutorial for Conservation Professionals

July 24th, 2018

Contact us any time at:

FW3_monarchconservation@fws.gov

Visit us any time at:

<https://www.fws.gov/savethemonarch/mcd.html>

- Hello and welcome to the Monarch Conservation Database Web Application basic tutorial. My name is Steve Choy and I am coordinating the development of the Monarch Conservation Database, or MCD for short. This tutorial will walk users through the process of registering for access to the MCD web application, creating conservation plans records, and creating conservation effort records.
- Note that this presentation is geared towards conservation professionals, or perhaps more specifically those with conservation efforts that are associated with or guided by a conservation plan. Our applicable policies define a plan as a conservation agreement, conservation plan, management plan, or similar document approved by Federal agencies, State and local governments, Tribal governments, businesses, organizations or individuals.
- If your effort is not associated with or being guided by such a document, I invite you to download the “Backyard Garden” version of the tutorial which is available on the MCD website.



Resources

- Required Fields Workflow Diagram
 - Assist users in determining what fields will be required to complete records based on
 - Whether or not the efforts are associated with a plan
 - The implementation status of the effort

- There are a few key resources aside from this presentation that will facilitate the process of data entry. All of these materials are available on the MCD website.
- The first resource is the Required Fields Work Flow Diagram. This document will help you determine what fields will be required based on the implementation status of your effort.



Resources

- MCD Web Application User Guide
 - Background information
 - Purpose of MCD
 - How data will be used
 - Detailed step-by-step instructions for entering data
 - Screen shots
 - Field types and definitions
 - Required fields
 - Bulk uploading
 - Supporting information
 - Key terms and definitions
 - Drop down menu libraries
 - Activities table

- The next resource is the MCD Web Application User Guide. This document has background information on the MCD, detailed step-by-step instructions for data entry, and important supporting information such as key definitions.



Resources

- MCD Web Application Quick Reference
 - Field types definitions
 - Required fields
 - Drop down menu libraries
 - Activities tables
 - Definitions

- Finally, there is the MCD Quick Reference. The Quick Reference is a condensed version of the User Guide and contains definitions of fields and key terms.



Getting Started

- Step 1: Register for access to the web application
- Step 2: Web application familiarization
- Step 3: Create Records using the Single Record Editor or Bulk Upload?
- Step 4: What information is required?
- Step 5: Creating plan records (if applicable)
- Step 6: Creating effort records

- There are essentially 6 steps to entering data:
 1. Registering for access to the MCD web application
 2. Familiarizing yourself with the layout and features of the web application
 3. Deciding what method of data entry to use
 4. Figuring out what information will be required
 5. Creating plan records (again, if applicable), and
 6. Creating effort records

Step 1: Register

- Email FW3_monarchconservation@fws.gov
 - Provide your:
 - Name
 - Organization
 - Email address
 - Phone number (optional)
- You will receive an email back with
 - A link to the FWS ECOS webpage
 - A temporary password
- Upon your initial login
 - Accept the disclaimers
 - Change your password

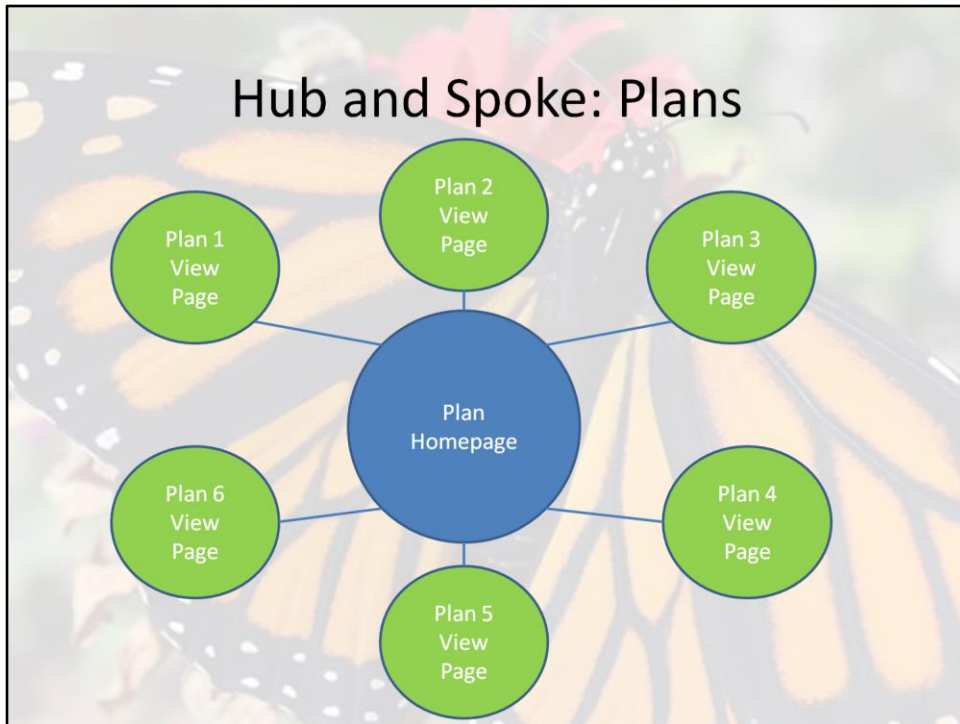
- In order to register for access to the web application, send an email to FW3_monarchconservation@fws.gov and provide your
 - Name
 - Organization
 - Email address
 - Phone number (which is optional – it gives us another way to contact you), and
- Before you submit your information, you may want to read through the disclaimers provided on the MCD website that explain what we do with your data and your privacy rights.
- Also note that you no longer need to tell us your desired role when registering. All users will be given the Data Editor role and you may assign any registered web application user to be a Data Coordinator for your effort if you wish.
- Once you have been approved, you will get an email from the Fish and Wildlife Service's Environmental Conservation Online System (or ECOS) Helpdesk with a link to logon to the ECOS public homepage, a user name (which will be your email address), and temporary password.
- You will have 24 hours to logon to ECOS, access your profile, and change your temporary password. If more than 24 hours have passed, you'll need to email FW3_monarchconservation@fws.gov again to let us know that your temporary password has expired.

- Upon your initial login, you will be prompted to officially acknowledge that you have read and understood the disclaimers.
- After you have successfully changed your password, look for a link to the MCD web application on the ECOS homepage.

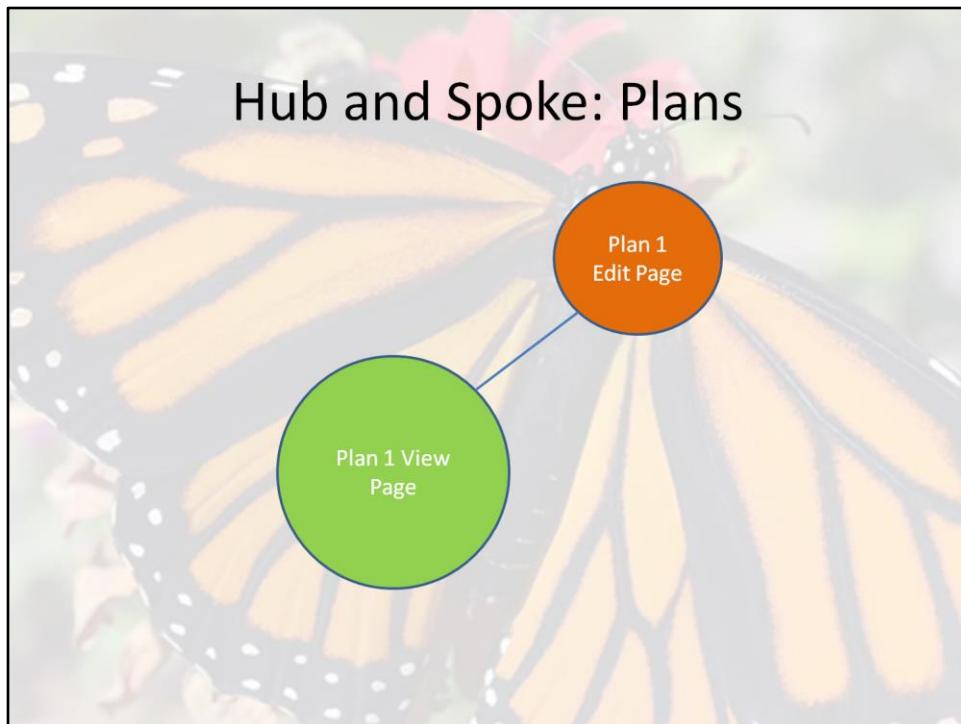
Step 2: Familiarize

- The MCD Web Application uses a “hub and spoke” design where the hub provides general information and spokes are used to access and edit more detailed information
 - Homepage provides general information and access to all plan and effort records
 - View page provides detailed information for individual plan and effort records
 - Edit page allows the user to edit the details of individual plan and effort records

- When you have access to the web application, you might want to click around to familiarize yourself with the layout and features.
- The MCD web application uses a hub and spoke design where the hub provides general information and the spokes are used to access and edit more detailed information.
- There are 3 general types of pages in the MCD web application:
 - The Homepage provides general information and access to all plan records in the database and effort records that are associated with your account.
 - The View page provides detailed information for all individual plan records in the database and efforts associated with your account.
 - The Edit page allows you to edit the details of individual plan and effort records associated with your account.



- This slide shows the hub and spoke model diagrammatically. You can see how the Plan Homepage sits in the middle as the hub, and you can access the View page for individual plans, or the spokes, through the Plan Homepage.



- If we were to go a level higher, you can see if you were to access the View page of an individual plan, the View page now becomes the hub and the Edit page for the plan is the new spoke.



Before We Begin

- All plans and efforts displayed in the screen shots are examples and for illustrative purposes only!

- A quick note before we start looking at screen grabs: the plans and efforts you'll see are examples and for illustrative purposes only.

Homepage (Plans)

Conservation Efforts
Plans
Resources

Conservation plan records consist of information about a management plan, conservation plan or agreement under which conservation efforts are implemented. Plan records can be associated with conservation effort records. The following table shows the MCD plan records for which you have access. Click on a plan name to view and edit the details that make up the plan.

Search

Search and Filter

Viewable by Me

Organization

Create New Record

+ New Plan

Plan	Number of Conservation Efforts	Author	Location	Last Updated
Test Plan for User Guide (Natural Community Conservation Plan)	0	United States Fish and Wildlife Service	WI	2018-05-30
13: Jon and Lixin's awesome Monarch conservation plan (County (Regulatory))	90	United States Air Force	AR, AS, CO, GA, IL, NH, PA, TX, UM, VT	2018-05-30
Zebra Mussel Plan	1			2018-05-29
21: City of Sacramento Facilities Improvement plan (City/Metro (Non-regulatory/Volunteer))	56	Texas Master Naturalists	IA, KY, MT, NJ, OH	2018-05-29
Tri-Regional Monarch Flyway Strategy (Habitat Conservation Plan)	3	Houston Wilderness	TX	2018-05-25
North Ridge (Site Specific (Non-regulatory/Volunteer))	2	United States Fish and Wildlife Service	MIN	2018-05-25

View Details

Sort

The MCD User Guide provides background information, step-by-step instructions for creating plan and effort records through the web application, key definitions and other useful information. The MCD Quick Reference is a condensed version of the User Guide that identifies required fields for creating plan and effort records. If additional assistance is required, please contact the Help Desk.

User Guide

Help Desk

Reports

- Effort Report
- Site Report
- Plan Report
- Lookup Table Report

Documentation

- MCD Swagger
- MCD Data Model
- UI Specification
- System Security Description

Administrative

- User Report

- This is what the Plan Homepage looks like.
- You can tell that you are on the Plan Homepage and not the Conservation Efforts Homepage as the Plans Homepage tab is highlighted.
- Note that on the Plan Homepage, you can view the details of any plan in the database. On the Conservation Efforts Homepage, only database records associated with your account are shown. In other words, only effort records that you have created or for which you have been included as an editor, collaborator, or Data Coordinator will be visible.
- From the Plans Homepage, you can:
 - Create a new plan record
 - Access help documents and features such as the resources I mentioned earlier
 - Search for specific plans by using the search box, or filter for plans that meet certain accessibility, data quality, or author criteria
 - Sort plans by the plan name, number of conservation efforts associated with the plan, plan author, plan location, and date last updated
 - You can also click on individual plans to access the View page for that plan and see more detailed information

View Page (Plans)

Test Plan for User Guide
United States Fish and Wildlife Service
Last Updated: 5/30/18 by Steven Choy

Plan Details

Name
Test Plan for User Guide

Duration
From 2018-05-01 to Undefined

Has this plan finalized?
True

States
WI

Notes

Author
United States Fish and Wildlife Service

Type
Natural Community Conservation Plan

Have the efforts associated with the plan been completed or implemented?
False

Counties
Dane, WI

Operations

Delete

Plan users

You may allow other MCD web application users to be able to edit the details of the plan record by clicking the 'Add users as editors' button below.

Owner
Steven Choy
steven_choy@fws.gov

Editors

Add users as Editors

Plan Conservation Efforts

Only Conservation Efforts for which you are the owner of or have been added as an editor for are shown below.

My Conservation Efforts

Search

Viewable by Me

☐ Has quality errors

Organization

Title	Activities	Organization	Location	Last Updated
Test Plan for User Guide		United States Fish and Wildlife Service		2018-05-30

- When you click on an individual plan name, you are taken to the View page where you can view the details of the plan and you can also
 - Edit those details by clicking on the edit button
 - Delete the plan record
 - Identify any data quality issues such as missing fields through the yellow QA/QC box (which is not shown in this screen grab)
 - Add other users as editors which will allow those users to view and edit the record,
 - And view and access information about efforts that are associated with the plan
 - Note that these features are only accessible if you are the owner or editor of the plan. If you are not the owner or editor of the plan, you may only view the details, and you will only be able to see efforts that are associated with your account.

Edit Page (Plans)

The screenshot shows a web form titled "Test Plan for User Guide" with a "Return" button. The form is divided into sections: "Plan Details", "Notes", and "Policy for Evaluation of Conservation Efforts (P.E.C.E) Implementation".

- Plan Details:**
 - Name:** "Test Plan for User Guide" (circled in red, labeled "Open Text").
 - Organization:** "United States Fish and Wildlife Service" (dropdown menu, circled in red, labeled "Drop Down").
 - Start date:** "4/30/2018" (calendar icon).
 - End date:** (calendar icon).
 - Type:** "Natural Community Conservat..." (dropdown menu).
 - Has this plan been finalized? *** (circled in red, labeled "Required Field"). It has radio buttons for "Yes" (selected) and "No".
 - Have the efforts associated with the plan been completed or implemented? *** (circled in red, labeled "Radio"). It has radio buttons for "Yes" (selected) and "No".
 - State(s):** "Wisconsin" (dropdown menu).
 - Dane:** (dropdown menu).
- Notes:** "This is a sample plan for the MCD User Guide." (text area).
- Policy for Evaluation of Conservation Efforts (P.E.C.E) Implementation:**
 - Resource Available?** "Yes" (radio button selected) and "No" (radio button).
 - The conservation effort, the party(ies) to the agreement or plan that will implement the effort, and the staffing, funding level, funding resource and other resources necessary to implement the effort are identified.


Other annotations include "Drag and Drop" near the notes section and "Radio" near the second radio button group.

- If we click on the "Edit" button from the View page, you can see that we can now edit and interact with all of the fields
- There are a few types of data entry fields to be aware of:
 - There are open text boxes
 - Drop down menus, some of which will be multiple check box drop down menus
 - Radio buttons
 - And drag and drop boxes
- Additionally, red asterisks mark required fields

Step 3: Single Record Editor vs Bulk Upload

Number of Efforts	Are the efforts associated with a plan?	Step 1	Step 2
1 or a few	No	Enter effort information using single record editor	N/A
1 or a few	Yes	Enter plan information using single record editor	Enter effort information using single record editor and associated effort(s) with plan
Many	No	Enter effort information using bulk upload feature	N/A
Many	Yes	Enter plan information using single record editor	Enter effort information using bulk upload feature and associate effort(s) with plan in templates or through single record editor

- Now that we have covered the basic format of the web application, we would next recommend thinking about which method of data entry works best for you: one record at a time through the single record editor, or many at a time using the bulk upload.
- If you have one or a few efforts, the single record editor would probably suffice. If you have many efforts to enter, you may want to consider using the bulk upload feature.
- Either way, if you have plans to associate with your efforts, we would recommend creating plan records before adding effort records. You'll see why that is shortly.



Step 4: Required Fields

- ([Required Fields Flowchart](#))

- The next step is to figure out what fields will be required. The easiest way to do so is using the Required Fields Flow Chart I mentioned earlier. Simply start on the left hand side, and follow the boxes until you determine which scenario you fit under. Click on the scenario box and you will be taken to table that shows the minimally required fields.

Step 5: Creating a Plan Record

Conservation Efforts

Plans

Conservation plan records consist of information about a management plan, conservation plan or agreement under which conservation efforts are implemented. Plan records can be associated with conservation effort records. The following table shows the MCD plan records for which you have access. Click on a plan name to view and edit the details that make up the plan.

[+ New Plan](#)

My Conservation Plans

Search

☐ Has quality errors

Viewable by Me

Organization

Plan	Number of Conservation Efforts	Author	Location	Last Updated
Test Plan for User Guide (Natural Community Conservation Plan)	0	United States Fish and Wildlife Service	WI	2018-05-30
13: Jon and Lixin's awesome Monarch conservation plan (County (Regulatory))	90	United States Air Force	AR, AS, CO, GA, IL, NH, PA, TX, UM, VT	2018-05-30
Zebra Mussel Plan	1			2018-05-29
21: City of Sacramento Facilities Improvement plan (City/Metro (Non-regulatory/Volunteer))	56	Texas Master Naturalists	IA, KY, MT, NJ, OH	2018-05-29
Tri-Regional Monarch Flyway Strategy (Habitat Conservation Plan)	3	Houston Wilderness	TX	2018-05-25
North Ridge (Site Specific (Non-regulatory/Volunteer))	2	United States Fish and Wildlife Service	MN	2018-05-25

Resources

The MCD User Guide provides background information, step-by-step instructions for creating plan and effort records through the web application, key definitions and drop down menu lists and other useful information. The MCD Quick Reference is a condensed version of the User Guide that identifies required fields for creating plan and effort records. If additional assistance is required, please contact the Help Desk.

[User Guide](#) [Help Desk](#)

Reports

- Effort Report
- Site Report
- Plan Report
- Lookup Table Report

Documentation

- MCD Swagger
- MCD Data Model
- UI Specification
- System Security Description

Administrative

- User Report

- We are now ready to start creating plan and effort records using the MCD web application.
- Starting with plans, we would begin by making sure we are on the Plans Homepage and clicking on “New Plan.”
- Recall that you do not need to have a plan nor is it required to have your conservation effort associated with a plan

Creating a Plan Record: Provide a Name



Create a new Plan Record

Help

Name
Test Plan for User Guide

Create Plan Cancel

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- You will be prompted to create a name for the plan. Click “Create Plan” to create the record and be taken to the View page for the newly created plan.

Creating a Plan Record: View the Details

The screenshot shows a web application interface for managing plan records. The main header is 'Test Plan for User Guide' by the 'United States Fish and Wildlife Service', last updated on 5/30/18 by Steven Choy. The 'Plan Details' section contains fields for Name, Author, Duration, Has this plan finalized?, States, Notes, Type, Have the efforts associated with the plan been completed or implemented?, and Counties. The 'Edit' button is circled in red. The 'Operations' section has a 'Delete' button. The 'Plan users' section shows the owner Steven Choy and an 'Add users as Editors' button. The 'Plan Conservation Efforts' section shows a table of conservation efforts with columns for Site, Activities, Organization, Location, and Last Updated.

Site	Activities	Organization	Location	Last Updated
Test Site for User Guide		United States Fish and Wildlife Service		2018-05-30

- Upon creating the plan record, all fields except the name will be blank and you should not have any efforts associated with the plan. To edit the plan details, click on the “Edit” button.

Creating a Plan Record: Edit the Details

The screenshot shows a web form titled "Test Plan for User Guide" with a "Return" link. The form is divided into sections. The "Plan Details" section contains several fields: "Plan Name" (filled with "Test Plan for User Guide"), "Author" (a dropdown menu with "United States Fish and Wildlife Service" selected), "Start date" (4/30/2018), "End date" (empty), and "Type" (Natural Community Conservat...). Below these are two questions marked with red asterisks: "Has this plan been finalized?" (with "Yes" selected) and "Have the efforts associated with the plan been completed or implemented?" (with "No" selected). Further down are "State(s)" (Wisconsin) and "County" (Dane). A "Notes" section contains the text "This is a sample plan for the MCD User Guide." At the bottom, a section titled "Policy for Evaluation of Conservation Efforts (P.E.C.E) Implementation" contains the question "Resource Available?" (with "No" selected). Red circles are drawn around the "Author" dropdown, the "Have the efforts..." question, and the "Policy for Evaluation..." section header.

Test Plan for User Guide
← Return

Plan Details

Plan Name *
Test Plan for User Guide

Author *
United States Fish and Wildlife Service

Start date
4/30/2018

End date

Type
Natural Community Conservat...

Has this plan been finalized? *
☒ Yes ☐ No

Have the efforts associated with the plan been completed or implemented? *
☐ Yes ☒ No

State(s)
Wisconsin

County
Dane

Notes
This is a sample plan for the MCD User Guide.

Policy for Evaluation of Conservation Efforts (P.E.C.E) Implementation

Resource Available? ☐ Yes ☒ No

The conservation effort, the party(ies) to the agreement or plan that will implement the effort, and the staffing, funding level, funding resource and other resources necessary to implement the effort are identified.

- Fill in the required fields marked by a red asterisk and fill in the non-required fields at your discretion; the non-required fields may or may not apply to you.
- If you cannot find your organization in the Author drop down field, please email FW3_monarchconservation@fws.gov and we will add it.
- Also note that if your answer to "Have the efforts associated with the plan been completed or implemented" is "No", you will have to answer the Policy for Evaluating Conservation Efforts (or PECE Policy) implementation questions. If you were to answer "Yes" to that question, you would see that the PECE questions are removed from the form. The PECE questions are intended to help us gauge the certainty with which the efforts associated with the plan will get implemented.

Creating a Plan Record: View the Details

Test Plan for User Guide

United States Fish and Wildlife Service

Last Updated: 5/30/18 by Steven Choy

Plan Details

Name

Test Plan for User Guide

Duration

From 2018-05-01 to Undefined

Has this plan finalized?

True

States

WI

Notes

Author

United States Fish and Wildlife Service

Type

Natural Community Conservation Plan

Have the efforts associated with the plan been completed or implemented?

False

Counties

Dane, WI

Operations

Delete

Plan users

You may allow other MCD web application users to be able to edit the details of the plan record by clicking the "Add users as editors" button below.

Owner

Steven Choy

steven_choy@fws.gov

Editors

+ Add users as Editors

Plan Conservation Efforts

Only Conservation Efforts for which you are the owner of or have been added as an editor for are shown below.

My Conservation Efforts

Search

Viewable by Me

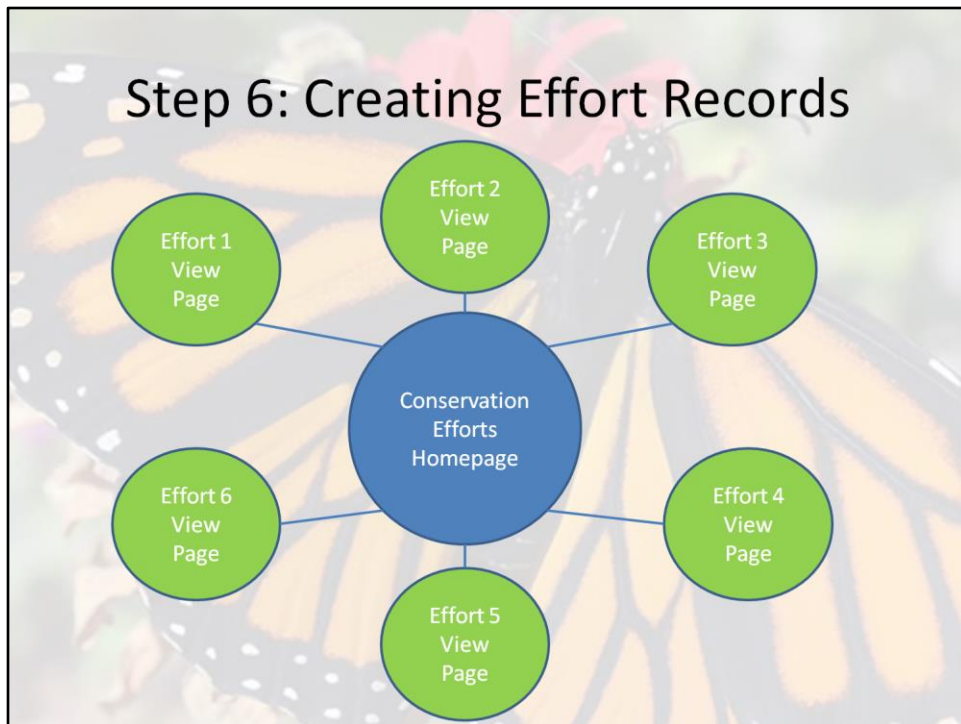
Organization

Has quality errors

Site	Activities	Organization	Location	Last Updated
Test Site for User Guide		United States Fish and Wildlife Service		2018-05-30

- Clicking the “Save” button at the bottom of the page will save your information and return you to the plan View page. You should now be able to see the fields populated with your newly added information.

20



- Creating an effort record is a bit more involved, but the concept is the same. You can see here that efforts have the same hub and spoke model as plans.

Step 6: Creating Effort Records



- However, you can see that each effort record has 4 “spokes” or editable sections as opposed to the 1 spoke for plans, including:
 - Site Details
 - Site Location
 - Conservation activities, and
 - Site Habitat Gain

Step 6: Creating Effort Records

The screenshot shows the 'Conservation Efforts' tab selected, with a red circle around the tab name and another red circle around the '+ New Conservation Effort' button. The main content area displays a table of conservation efforts. The table has columns for Site, Activities, Organization, Location, and Last Updated. The table lists five entries: 'Test Site for User Guide', 'Test Site X', 'Chesterfield, MO', 'Randy Site', and 'Randy New Site'. Each entry includes details about the site, activities, organization, location, and last updated date. On the right side, there is a 'Resources' section with links to 'User Guide' and 'Help Desk', and a 'Reports' section with links to 'Effort Report', 'Site Report', 'Plan Report', and 'Lookup Table Report'. There is also a 'Documentation' section with links to 'MCD Swagger', 'MCD Data Model', 'UI Specification', and 'System Security Description', and an 'Administrative' section with a link to 'User Report'.

Conservation Efforts Plans

Conservation effort records consist of site and activity information (i.e. what is being done and where). The following table shows the MCD effort records for which you have access. Click on a site name to view and edit the site and activity details that make up the effort.

[+ New Conservation Effort](#) [Bulk Upload](#)

My Conservation Efforts

Search Viewable by Me

☐ Has quality errors ● Organization

Site	Activities	Organization	Location	Last Updated
Test Site for User Guide ● Acres		United States Fish and Wildlife Service		2018-05-30
Test Site X 20 Acres Hay Alfalfa (CDL) LOW	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	United States Fish and Wildlife Service	Bent, CO	2018-05-30
Chesterfield, MO 5.5 Acres Developed Med Intensity (NLCD)	Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Monsanto	St. Louis, MO	2018-05-30
Randy Site ● 1000 Acres Barren (NLCD)	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Bee and Butterfly Fund		2018-05-29
Randy New Site ● 42 Acres Barren (NLCD)		Bee and Butterfly Fund		2018-05-29

Resources

The MCD User Guide provides background information, step-by-step instructions for creating plan and effort records through the web application, key definitions and drop down menu lists and other useful information. The MCD Quick Reference is a condensed version of the User Guide that identifies required fields for creating plan and effort records. If additional assistance is required, please contact the Help Desk.

[User Guide](#) [Help Desk](#)

Reports

- [Effort Report](#)
- [Site Report](#)
- [Plan Report](#)
- [Lookup Table Report](#)

Documentation

- [MCD Swagger](#)
- [MCD Data Model](#)
- [UI Specification](#)
- [System Security Description](#)

Administrative

- [User Report](#)

- First make sure you are on the Conservation Efforts Homepage by selecting the Conservation Efforts tab.
- Click the “New Conservation Effort” button.

Creating an Effort Record: Provide a Name

Provide a name for the Conservation Effort Site

Site (Location) Name
Test Site for User Guide

Organization leading the Conservation Effort Implementation
United States Fish and Wildlife Service

Help

After clicking "Create Site", you will be able to edit additional, required information such as location, P.E.C.E controls, plans, and Conservation Efforts.

Create Site **Cancel**

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- You will be prompted to create a name for the site and select the organization leading implementation of the conservation effort. As with the plan Author field, if you do not see your organization, please email FW3_monarchconservation@fws.gov.
- Click "Create Site" to be taken to the View page for the newly created conservation effort record.

Creating an Effort Record: View the Details

Test Site for User Guide
United States Fish and Wildlife Service
Last Updated: 5/30/18 by Steven Choy

Site Details [Edit](#)

Name
Test Site for User Guide

Organization Leading the Effort
United States Fish and Wildlife Service

Collaborators
Integrated Monarch Monitoring Program Site #

Plans
• Test Plan for User Guide

Database ID
2019

Site Location [Edit Spatial Method](#) [Edit Details](#)

Method of Specification
County List

Acres

Public or Private Land
The effort is on

Land Use Baseline
Land Use After Effort

Intersecting Counties

Conservation Activities [Add an Activity](#)

Site Habitat Gain [Add](#)

Operations
[Delete](#)

Data Quality Check

Any required fields that have not been populated or business rule violations are identified below and can be addressed by editing the details of the effort record.

- **Required information missing:** The site must specify a spatial location.
- **Required information missing:** The site baseline land use classification must be non-null.
- **Required information missing:** The site acres must be non-null.

Effort users

You may allow other MCD web application users to be able to edit the details of the effort record or associate the effort record with a Data Coordinator by clicking the "Add users as editor or data coordinator" button below.

Owner
Steven Choy
steven_choy@fws.gov

Editors

[Add users as Editors or Data Coordinators](#)

- I wanted to point out the yellow QA/QC box I mentioned before, this is what it looks like and you can see that it is alerting me to missing required fields.
- To address these data quality issues, we will start editing the Site Details by clicking on the "Edit" button next to the section header.

Creating an Effort Record: Edit the Details

The screenshot shows a web form titled "Test Site for User Guide" with a "Return" link. The form is divided into two main sections: "Site Details" and "Plans (not required)".

Site Details:

- Site Name:** Test Site for User Guide
- Organization leading the Conservation Effort Implementation:** United States Fish and Wildlife Service
- Collaborators:** (This field is circled in red)
- IMMP Site Label (See help to right):** (This field is empty)

Plans (not required):

- Remove:** Test Plan for User Guide
- Add another plan:** (This section is circled in red)
- Plan Name:** (This field is empty)
- Associate plan:** (This button is disabled)
- Cannot find you? [Click here to create it](#)** (This link is circled in red)

Help:

What is the Integrated Monarch Monitoring Program (IMMP)?

The Integrated Monarch Monitoring Program is a national initiative to monitor monarch populations and habitat throughout the breeding range. For more information or if you are interested in site monitoring through the IMMP please email monarchs@monarchjointventure.org or visit <https://monarchjointventure.org/get-involved/mcsp-monitoring>.

Save **Cancel**

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- As with plan records, fill out the required fields marked with red asterisks and populate the other fields to the best of your ability if they apply to you. In this case the two required fields (Site Name and Lead Organization) are required but were populated during the initial effort record creation step.
- If you add organizations as collaborators, any user associated with that organization will be allowed to view (but not edit) the details of your effort record.
- Also, this screen grab illustrates why it is beneficial to provide plan information first. If you would like to associate a plan with your effort and it is already in the database, you can simply search for the plan using the search box, selecting the plan and clicking “Associate plan.”
- If the plan is not already in the database, you can click the “Create it” button which will prompt you to provide a plan name. Submit the plan name, and then you’ll have to search for the plan name you just submitted and click “Associate plan.”
- Also, be sure to provide plan details when you’re finished creating the effort record.
- Click “Save” to save your information and return to the View page.

Creating an Effort Record: View the Details

Test Site for User Guide
United States Fish and Wildlife Service

Last Updated: 5/30/18 by Steven Choy

Site Details

Edit

Name
Test Site for User Guide

Organization Leading the Effort
United States Fish and Wildlife Service

Collaborators

Integrated Monarch Monitoring Program Site #

Plans
• Test Plan for User Guide

Database ID
2019

Site Location

Method of Specification
County List

Acres

Public or Private Land
The effort is on

Land Use Baseline

Land Use After Effort

Intersecting Counties

Conservation Activities

Add an Activity

Site Habitat Gain

Add

Operations

Delete

Data Quality Check

Any required fields that have not been populated or business rule violations are identified below and can be addressed by editing the details of the effort record.

Required information missing: The site must specify a spatial location.

Required information missing: The site baseline land use classification must be non-null.

Required information missing: The site acres must be non-null.

Effort users

You may allow other MCD web application users to be able to edit the details of the effort record or associate the effort record with a Data Coordinator by clicking the "Add users as editor or data coordinator" button below.

Owner
Steven Choy
steven_choy@fws.gov

Editors

Add users as Editors or Data Coordinators

- The next step is to provide spatial information about the site. Start by clicking on the "Edit Spatial Method" button.

Creating an Effort Record: Edit the Site Spatial Details

Site Location Choose Spatial Method

Please choose a method for providing spatial information for the site. Spatial information can be provided by uploading a shapefile delineating the site. If providing a shapefile, the baseline land use type, acres, and counties fields will automatically be populated. To provide a shapefile, please click the "I will upload a shapefile for this site" button below.

If you do not wish to or are unable to provide a shapefile, you may manually provide spatial information by choosing the state(s) and county(ies) in which the site is located by clicking on the "I will choose U.S. counties for this site" button below.



You may change the method for providing site spatial information at anytime.

[I will upload a shapefile for this site](#) [I will choose U.S. counties for this site](#)

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- You'll be given two options for providing site spatial information:
 - You can provide a shapefile, or
 - You can manually choose the State and County in which your site is located
- As I mentioned during the updates, the upload a shapefile feature is not working at the moment but I will go through the process now and send an email blast to all users who would like to use this feature when it is up and running.
- Click on the "I will upload a shapefile for the site" button to provide a shapefile.

Creating an Effort Record: Edit the Site Spatial Details (Upload Shapefile)

Test Project 2
← Return

Upload the Site Shapefile

Shapefiles can be added by dragging and dropping the files in the drag and drop box, or by browsing for the files on your computer

Description

Drop & drop shapfile

Drop Shapefile Here

OR

[Browse files](#)

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Help

Manually Provide Site Spatial Details

If you do not wish to or are unable to provide spatially explicit information (such as a shapefile), you may provide spatial details for the site manually by selecting the state and counties in which the site is located from a drop down menu.

[Manually Provide Site Spatial Details](#)

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- You can either drag and drop the shapefile delineating the site or browse for the shapefile in your file explorer to upload.
- Only you and users you have assigned as editors or Data Coordinators will have access to the shapefile if you provide one. If you do provide a shapefile, the site acreage and counties will automatically be populated.
- At any point, you can delete your shapefile to upload a new one or delete and choose to provide your site spatial location by manually selecting counties by clicking on the “Manually Provide Site Spatial Details” button from the Edit site spatial page or

Creating an Effort Record: Edit the Site Spatial Details

Site Location Choose Spatial Method

Please choose a method for providing spatial information for the site. Spatial information can be provided by uploading a shapefile delineating the site. If providing a shapefile, the baseline land use type, acres, and counties fields will automatically be populated. To provide a shapefile, please click the "I will upload a shapefile for this site" button below.

If you do not wish to or are unable to provide a shapefile, you may manually provide spatial information by choosing the state(s) and county(ies) in which the site is located by clicking on the "I will choose U.S. counties for this site" button below.

You may change the method for providing site spatial information at anytime.

[I will upload a shapefile for this site](#) [I will choose U.S. counties for this site](#)

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- By clicking “I will choose U.S. counties for this site when initially clicking on the “Edit Spatial Method” button
- If you choose to manually provide site spatial details, you can do so by choosing the state and county in which the site is located.

Creating an Effort Record: Edit the Site Spatial Details (Select Counties)

Test Site for User Guide
← Return

Site Counties

Choose the State(s) and County(ies) in which your site is located.

State: Wisconsin

County: Dane

Add >>



Counties which contain the site: Wisconsin, Dane

Save

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POLICIES: [Accessibility](#), [Privacy](#), [Terms](#), [Disclaimer](#)

ABOUT: [About the US FWS](#), [USA.gov](#), [FOIA](#)



- First choose the state or states, then choose the county.
- If dealing with multiple counties, they have to be added one at a time, however there is an add “All” counties option.
- Click the “Save” button to save your information and return to the View page

Creating an Effort Record: View the Details

Test Site for User Guide
United States Fish and Wildlife Service
Last Updated: 5/30/18 by Steven Choy

Site Details [Edit](#)

Name
Test Site for User Guide

Organization Leading the Effort
United States Fish and Wildlife Service

Collaborators
Integrated Monarch Monitoring Program Site #

Plans
• Test Plan for User Guide

Database ID
2019

Site Location [Edit Spatial Method](#) [Edit Details](#)

Method of Specification
County List

Acres

Public or Private Land
The effort is on

Land Use Baseline
Land Use After Effort

Intersecting Counties

Conservation Activities [Add an Activity](#)

Site Habitat Gain [Add](#)

Operations
[Delete](#)

Data Quality Check
Any required fields that have not been populated or business rule violations are identified below and can be addressed by editing the details of the effort record.

- **Required information missing:** The site must specify a spatial location.
- **Required information missing:** The site baseline land use classification must be non-null.
- **Required information missing:** The site acres must be non-null.

Effort users
You may allow other MCD web application users to be able to edit the details of the effort record or associate the effort record with a Data Coordinator by clicking the "Add users as editor or data coordinator" button below.

Owner
Steven Choy
steven_choy@fws.gov

Editors
[Add users as Editors or Data Coordinators](#)

- Finish providing site location information by clicking on “Edit Details” next to the Site Location section header

Creating an Effort Record: Edit the Site Location Details

The screenshot shows a web form titled "Test Site for User Guide" with a "Return" link. The "Site Location Details" section contains two dropdown menus: "Land Use Baseline" (set to "Grassland (NLCD)") and "Land Use After Effort". Below these is a text field for "Acres" (set to "2") and a dropdown for "Land Ownership" (set to "Public"). A "Help" button is located to the right. At the bottom left, "Save" and "Cancel" buttons are shown, with "Save" circled in red. The footer includes links for ECOS, POLICIES, and ABOUT, along with two official seals.

- Here you can indicate the baseline land use and acres of site which you can see are required, and you can also provide information about the post effort land use if applicable and land ownership if you'd like.
- The land use type fields are drop down menus and a list of land use types and their definitions can be found in the User Guide, Quick Reference, or Land Use and Activities documents all available on the MCD website.
- As I mentioned before, if there are many land use types at the site or the dominant land use cannot be reasonably determined, please use your best judgement or you may also select "Unspecified."
- Click the "Save" button to save your information and return to the View page.

Creating an Effort Record: View the Details

Test Site for User Guide
United States Fish and Wildlife Service

Last Updated: 5/30/18 by Steven Choy

Site Details

Edit

Name
Test Site for User Guide

Organization Leading the Effort
United States Fish and Wildlife Service

Collaborators

Integrated Monarch Monitoring Program Site #

Plans
• Test Plan for User Guide

Database ID
2019

Site Location

Edit Spatial Method Edit Details

Method of Specification
County List

Acres

Public or Private Land
The effort is on

Land Use Baseline

Land Use After Effort

Intersecting Counties

Conservation Activities

Add an Activity

Site Habitat Gain

Add

Operations

Delete

Data Quality Check

Any required fields that have not been populated or business rule violations are identified below and can be addressed by editing the details of the effort record.

Required information missing: The site must specify a spatial location.

Required information missing: The site baseline land use classification must be non-null.

Required information missing: The site acres must be non-null.

Effort users

You may allow other MCD web application users to be able to edit the details of the effort record or associate the effort record with a Data Coordinator by clicking the "Add users as editor or data coordinator" button below.

Owner
Steven Choy
steven.choy@fws.gov

Editors

Add users as Editors or Data Coordinators

- You can add conservation activities to the effort record by clicking on the “Add an Activity” button.

Creating an Effort Record: Edit the Conservation Activities

Test Site for User Guide
← Return

Conservation Activities Help

Habitat Management Goal *
Available habitat management goals are specific to the baseline land use of the site.
Grassland (NLCD)

Activity Type
Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources

Sub-activity *
Available sub-activities are specific to the baseline land use of the site and the habitat management goal selected above. Sub-activity definitions can be found in the MCD User Guide

Sub-activity Type
Planting

Affected Acres **Implementing Organization**

Implemented **Start date** 5/2/2018 **End date**

Target Species **Pollinator** **Season**

Notes

Policy for Evaluating Conservation Effort (P.E.C.E) Effectiveness

Objectives Identified? ☐ Yes ☒ No

Explicitly identify objectives for the conservation effort and dates for achieving them (see data)

- Again, populate the required information and fill-in the non-required fields if you can.
- Similar to the land use types, you can find a list of all activity and sub-activity types and their definitions in the User Guide, Quick Reference, or Land Use and Activities documents on the MCD website.
- Note that if your effort is associated with a plan and your activity status is “Not Yet Implemented”, “Implemented”, or “Completed for less than 3 years” you will be required to answer the PECE effectiveness question. Similar to the PECE implementation questions for plans, the PECE effectiveness questions will be hidden on this form if your activity status is “Completed for more than 3 years”, or if your effort is not associated with a plan, both cases in which PECE does not apply.
- The PECE questions at the effort level are intended to help us determine if future efforts will be effective.
- Click the “Save” button to save your information and return to the View page.

Creating an Effort Record: View the Details

Test Site for User Guide
United States Fish and Wildlife Service

Last Updated: 5/30/18 by Steven Choy

Site Details

Name
Test Site for User Guide

Organization Leading the Effort
United States Fish and Wildlife Service

Collaborators

Integrated Monarch Monitoring Program Site #

Plans
• Test Plan for User Guide

Database ID
2019

Site Location

Method of Specification
County List

Acres

Public or Private Land
The effort is on

Land Use Baseline

Land Use After Effort

Intersecting Counties

Conservation Activities

Add an Activity +

Site Habitat Gain

Add +

Operations

Delete

Data Quality Check

Any required fields that have not been populated or business rule violations are identified below and can be addressed by editing the details of the effort record.

Required information missing: The site must specify a spatial location.

Required information missing: The site baseline land use classification must be non-null.

Required information missing: The site acres must be non-null.

Effort users

You may allow other MCD web application users to be able to edit the details of the effort record or associate the effort record with a Data Coordinator by clicking the "Add users as editor or data coordinator" button below.

Owner
Steven Choy
steven.choy@fws.gov

Editors

Add users as Editors or Data Coordinators

- The last step to completing an effort record is providing habitat gain information by clicking on the "Add" button.

Creating an Effort Record: Edit Site

Gains

The screenshot shows a web form titled "Test Site for User Guide" with a "Return" link. The main section is "Site Habitat Gain". It contains two columns of input fields: "Baseline Measures" and "Post Effort Measures".

- Milkweed Measures:** A dropdown menu for "Milkweed protocol".
- Baseline Measures:**
 - Baseline date (calendar icon)
 - Baseline density (stems/acre) * (highlighted with a red circle)
 - Baseline diversity (species observed)
 - Was one milkweed species dominant (i.e. >80 proportional abundance) during baseline survey? (radio buttons for Yes/No)
- Post Effort Measures:**
 - Post effort date (calendar icon)
 - Post effort density (stems/acre) * (highlighted with a red circle)
 - Post effort diversity (species observed)
 - Was one milkweed species dominant (i.e. >80 proportional abundance) during post effort survey? (radio buttons for Yes/No)
- Blooming Nectar Plant:** A dropdown menu for "Blooming nectar plant protocol".
- Baseline Measures (continued):**
 - Baseline frequency 0.25m plot (% of plots w/BNP)
 - Baseline frequency 0.50m plot (% of plots w/BNP)
 - Baseline frequency 1m plot (% of plots w/BNP)
 - Baseline density (plants/m²)
 - Baseline richness (species observed)
- Post Effort Measures (continued):**
 - Post effort frequency 0.25m plot (% of plots w/BNP)
 - Post effort frequency 0.50m plot (% of plots w/BNP)
 - Post effort frequency 1m plot (% of plots w/BNP)
 - Post effort density (plants/m²)
 - Post effort richness (species observed)

At the bottom left, there are "Save" and "Cancel" buttons. The "Save" button is highlighted with a red circle. A "Help" button is located in the top right corner.

- These are very detailed metrics that are shared with the Monarch Joint Venture's Integrated Monarch Monitoring Program and the Environmental Defense Fund's Habitat Quality Tool.
- The only required field for this form is baseline and post effort Milkweed Density.
- If you are unable to provide accurate field data for milkweed density at your site, please refer to the Land Use and Activities table, User Guide, or Quick Reference (all available on the MCD website) for the "All Hands on Deck" Publication estimates for baseline and potential and amended milkweed density.
- For example, looking at the table, if the baseline land use was Grassland, you would look at the Estimated Baseline Milkweed Density column and note that the baseline milkweed density is 3.09 stems per acre which you would then enter as your baseline milkweed density.
- If the land use after implementation of the effort did not change, you would look at the Potential/Amended Milkweed Density column for Grassland and use 40 stems per acre as the post effort milkweed density.
- If the land use after implementation did change to Grassland PADUS Protected for example, then you would find the potential or amended milkweed density for the new land use and use 250 stems per acre as your post effort milkweed density.
- Click the "Save" button to save your information and return to the View

page; you have just completed the data entry process

Creating an Effort Record: Data Coordinator Approval

Test Site 1
United States Fish and Wildlife Service
Last Updated: 6/14/18 by Steven Choy

Site Details [Edit](#)

Name
Test Site 1

Organization Leading the Effort
United States Fish and Wildlife Service

Collaborators
Integrated Monarch Monitoring Program Site #

Plans
Database ID
4

Site Location [Edit Counties](#) [Edit Details](#)

Method of Specification
County List

Acres
0.25

Public or Private Land
The effort is on Public

Land Use Baseline
Developed Low Intensity (NLCD) (Inside Urban Areas)

Land Use After Effort

Intersecting Counties
Dane, WI

Conservation Activities [Add an Activity](#)

Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources [Edit](#) [Delete](#)

Acres:
Completed for less than 3 years Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources from 2016-05-01.

Operations
[Delete](#)

Data Quality Check
Any required fields that have not been populated or business rule violations are identified below and can be addressed by editing the details of the effort record.

Effort Users
You may allow other MCD web application users to be able to edit the details of the effort record or associate the effort record with a Data Coordinator by clicking the "Add users as editor or data coordinator" button below.

Owner
Steven Choy
steven_choy@fws.gov

Editors
[Add users as Editors or Data Coordinators](#)

- For those of you who would like to assign Data Coordinators, make sure you have coordinated and communicated with the user you would like to assign as a Data Coordinator. Recall that you may assign any registered user as your Data Coordinator. You can assign Data Coordinators by clicking on the “Add users as Editors or Data Coordinators” button from the View page of an effort.

Creating an Effort Record: Data Coordinator Approval

Conservation Efforts Plans

Conservation effort records consist of site and activity information (i.e. what is being done and where). The following table shows the MCD effort records for which you have access. Click on a site name to view and edit the site and activity details that make up the effort.

[+ New Conservation Effort](#) [Bulk Upload](#)

My Conservation Efforts

Search Viewable by Me

☐ Has quality errors ● Organization

Site	Activities	Organization	Location	Last Updated
Test Site for User Guide ●		United States Fish and Wildlife Service		2018-05-30
Test Site X	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	United States Fish and Wildlife Service	Bent, CO	2018-05-30
Chesterfield, MO	Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Monsanto	St. Louis, MO	2018-05-30
Randy Site ●	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Bee and Butterfly Fund		2018-05-29
Randy New Site ●		Bee and Butterfly Fund		2018-05-29

Resources

The MCD User Guide provides background information, step-by-step instructions for creating plan and effort records through the web application, key definitions and drop down menu lists and other useful information. The MCD Quick Reference is a condensed version of the User Guide that identifies required fields for creating plan and effort records. If additional assistance is required, please contact the Help Desk.

[User Guide](#) [Help Desk](#)

Reports

- [Effort Report](#)
- [Site Report](#)
- [Plan Report](#)
- [Lookup Table Report](#)

Documentation

- [MCD Swagger](#)
- [MCD Data Model](#)
- [UI Specification](#)
- [System Security Description](#)

Administrative

- [User Report](#)

- For those of you who will be a Data Coordinator, after you have coordinated with the user or users who have assigned you as a data coordinator, you can search or filter for those efforts on your Conservation Efforts Homepage.

Creating an Effort Record: Data Coordinator Approval

Test Site 1

United States Fish and Wildlife Service

Last Updated: 6/14/18 by Steven Choy

Site Details

Name

Test Site 1

Organization Leading the Effort

United States Fish and Wildlife Service

Collaborators

Integrated Monarch Monitoring Program Site #

Plans

Database ID

4

Site Location

Edit Counties Edit Details

Method of Specification

County List

Acres

0.25

Public or Private Land

The effort is on Public

Land Use Baseline

Developed Low Intensity (NLCD) (Inside Urban Areas)

Land Use After Effort

Intersecting Counties

Dane, WI

Conservation Activities

Add an Activity +

Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources

Edit Delete

Acres :

Completed for less than 3 years Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources from 2016-05-01.

Operations

Delete

Data Quality Check

Any required fields that have not been populated or business rule violations are identified below and can be addressed by editing the details of the effort record.

Effort Users

You may allow other MCD web application users to be able to edit the details of the effort record or associate the effort record with a Data Coordinator by clicking the "Add users as editor or data coordinator" button below.

Owner

Steven Choy

steven_choy@fws.gov

Editors

Add users as Editors or Data Coordinators

- Access the View page of the efforts that need your finalization or approval, and click on the "Edit" button next to the individual conservation activities.

Creating an Effort Record: Data Coordinator Approval

The screenshot shows a web application interface for 'Test Site 1'. At the top, there is a header bar with 'Test Site 1' and a 'Return' link. Below this, the main content area is divided into two columns. The left column is titled 'Conservation Activities' and contains sections for 'Habitat Management Goal' (with a description and a dropdown for 'Activity Types'), 'Sub-activity' (with a description and a dropdown for 'Sub-activity Types'), and a form for 'Affected Acres', 'Implementing Organization', 'Status' (with a dropdown), 'Start date' (with a date picker), 'End date' (with a date picker), 'Target Species' (with a dropdown), and 'Season' (with a dropdown). The right column contains a sidebar with three sections: 'Operations' (with a 'Delete' button and a 'Set to finalized' button circled in red), 'Help' (with a 'Finalizing Activities' section), and 'Finalizing Activities' (with a paragraph of text).

- Once you are in the edit page for the conservation activity, simply click on the “Set to finalize” button in the operations box. This can be undone and re-done as necessary. As a reminder this is not required for your effort record to be considered complete – this just tells FWS data analysts that the record has gone through some level of QA/QC.



Creating an Effort Record: Bulk Uploading

- ([Bulk upload template](#))

- Now we know how to create plan and effort records through the single record editor of the web application.
- Next we will talk briefly about the bulk upload process.
- The first step is to go to the MCD web site and download the template of your choice: either an excel template which is available now, or file geodatabase template when it becomes available.
- If you have spatially explicit information (i.e. shapefiles), we would recommend using the file geodatabase template. If you do not have spatially explicit information, the excel template would probably be easiest.
- As with the single record editor, populate the required fields and any non-required fields to the best of your ability. Required fields are highlighted. Please refer to the MCD User Guide or MCD Quick Reference for field definitions and drop down menu options; for drop down fields, template entries must appear exactly as they do in the various guidance materials.
- For fields where multiple entries can be provided (counties for example), please separate entries using a semi-colon.
- For the Lead Organization, Collaborator and Implementing Organization fields, we will either match what you provide with the organizations in our library or create a new organization for you.
- If you are going to associate the efforts with a plan, please enter the name of the plan exactly as it appears in the MCD if it already exists in the MCD. If the plan is not already in the MCD, we will create the plan record for you,

but please be sure to provide plan details at some point.

Creating an Effort Record: Bulk Uploading

The screenshot shows the 'Conservation Efforts' section of a web application. At the top, there are tabs for 'Conservation Efforts' and 'Plans'. Below the tabs, there is a text description of conservation effort records and two buttons: '+ New Conservation Effort' and 'Bulk Upload'. The 'Bulk Upload' button is circled in red. Below the buttons is a search bar and a 'Viewable by Me' dropdown menu. A table titled 'My Conservation Efforts' lists several sites with columns for Site, Activities, Organization, Location, and Last Updated. The table includes entries like 'Test Site for User Guide', 'Test Site X', 'Chesterfield, MO', 'Randy Site', and 'Randy New Site'. On the right side, there is a 'Resources' section with links to 'User Guide' and 'Help Desk', and a 'Reports' section with links to 'Effort Report', 'Site Report', 'Plan Report', and 'Lookup Table Report'. There is also a 'Documentation' section with links to 'MCD Swagger', 'MCD Data Model', 'UI Specification', and 'System Security Description', and an 'Administrative' section with a link to 'User Report'.

Site	Activities	Organization	Location	Last Updated
Test Site for User Guide Acres		United States Fish and Wildlife Service		2018-05-30
Test Site X 20 Acres Hay Alfalfa (CDL) LOW	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	United States Fish and Wildlife Service	Bent, CO	2018-05-30
Chesterfield, MO 5.5 Acres Developed Med Intensity (NLCD)	Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Monsanto	St. Louis, MO	2018-05-30
Randy Site 1000 Acres Barren (NLCD)	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Bee and Butterfly Fund		2018-05-29
Randy New Site 42 Acres Barren (NLCD)		Bee and Butterfly Fund		2018-05-29

- Once the template is populated, go to the Conservation Efforts Homepage and click the “Bulk Upload” button.

Creating an Effort Record: Bulk Uploading

Upload conservation effort records in bulk

Many effort records may be added to the MCD at a time by using the bulk upload feature. Download a bulk upload template from the MCD website (<https://www.fws.gov/savethemonarch/mcd.html>) and drag and drop or browse for the populated template below. For additional details on bulk uploading, including required fields and useful definitions, please see the MCD User Guide.

Drop Shapefile Here

OR

Browse files

Name

Action

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Help

Need help with bulk upload?

The MCD User guide contains details about bulk uploading efforts such as step-by-step instructions, information on required fields, and key definitions.

- [Upload template](#)
- [Performing Uploads in the MCD user guide](#)

- You may either drag and drop the completed template into the box or browse for the file using windows explorer.

Creating an Effort Record: Bulk Uploading

Conservation Efforts

Plans

Conservation effort records consist of site and activity information (i.e. what is being done and where). The following table shows the MCD effort records for which you have access. Click on a site name to view and edit the site and activity details that make up the effort.

+ New Conservation Effort

⬆ Bulk Upload

My Conservation Efforts

Search

Viewable by Me

☐ Has quality errors

Organization

Site	Activities	Organization	Location	Last Updated
Test Site for User Guide		United States Fish and Wildlife Service		2018-05-30
Test Site X 20 Acres Hay Alfalfa (CDL) LOW	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	United States Fish and Wildlife Service	Bent, CO	2018-05-30
Chesterfield, MO 5.5 Acres Developed Med Intensity (NLCD)	Increase Milkweed and Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Monsanto	St. Louis, MO	2018-05-30
Randy Site	Increase Blooming Nectar Plants to Enhance Habitat and Nectar Resources	Bee and Butterfly Fund		2018-05-29
Randy New Site		Bee and Butterfly Fund		2018-05-29

The MCD User Guide provides background information, step-by-step instructions for creating plan and effort records through the web application, key definitions and drop down menu lists and other useful information. The MCD Quick Reference is a condensed version of the User Guide that identifies required fields for creating plan and effort records. If additional assistance is required, please contact the Help Desk.

User Guide

Help Desk

Reports

- Effort Report
- Site Report
- Plan Report
- Lookup Table Report

Documentation

- MCD Swagger
- MCD Data Model
- UI Specification
- System Security Description

Administrative

- User Report

- Lastly, go back to the Conservation Efforts Homepage and make sure that your records have been uploaded successfully.



THANKS!

- Contact us any time at:
FW3_monarchconservation@fws.gov
- Visit us any time at:
<https://www.fws.gov/savethemonarch/mcd.html>

- Thanks again for your interest in the Monarch Conservation Database. We greatly appreciate your taking the time to learn how to use the web application and provide critical data about your conservation efforts. Your data will help us better assess future conditions for monarchs and help us make an informed decision.
- As always, please contact us at any time at fw3_monarchconservation@fws.gov and visit the MCD web page at <https://www.fws.gov/savethemonarch/mcd.html> for important resources and updates.